

Sent to HLG
2/28/02

AMCPE-MS

04 DEC 2001
03 December 2001

MEMORANDUM FOR Ms. Jacqueline Bruno, Fort Monmouth, NJ

SUBJECT: Appointment of Cardholder

1. Appointment. You are hereby appointed as a Cardholder to execute purchases using the Government-wide Commercial Purchasing Card issued by IMPAC Card Services using nonappropriated funds (NAFs) for the purpose set forth in paragraph 2 below. You shall not redelegate your authority to any other individual. Your appointment shall become effective 27 November 2001 and shall remain effective until rescinded. You are responsible to, and under the technical supervision of, the NAF Procurement Office for duties delegated in this letter of appointment.

2. Authority, Limitations, and Requirements. Your appointment is subject to the use of the method(s) of purchase and to the limitations and requirements stated below:

a. Your appointment is for the express purpose of providing essential NAF procurement support to NAF activities in accordance with the NAF Contracting Regulation, AR 215-4, and the Army-wide Standing Operating Procedure (SOP) for the use of the IMPAC Credit Card. (located on the AMC MWR website <http://amcmwr-www.army.mil>, under "Support Services - NAF Contracting ADMIN").

b. Subject to ensuring that funds are available, you may make over-the-counter and telephonic purchases using the International Merchant Purchase Authorization Card (I.M.P.A.C.) furnished by IMPAC Card Services, and provided all of the following conditions are satisfied:

- (1) The amount of purchase will not exceed the cardholder's limitation.
- (2) The supplies or services do not require technical inspection.
- (3) Equipment does not require the purchase of extended service warranties or maintenance agreements. These items should be purchased by the NAF Procurement Office.
- (4) The total of a single purchase to be paid for using the card may be comprised of multiple items and cannot exceed the authorized single purchase limit. Purchases will be denied if the authorized single purchase limit is exceeded. Except for the NAF Procurement Office, multiple purchases for various divisions or activities will not be made on one IMPAC card/check.
- (5) Purchases are not split into smaller buys to avoid procurement limitations. (See AR 215-4, paragraph 1-6.1). This is known as "splitting" requirements and is strictly prohibited.

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Requirements exceeding the single purchase limit must be forwarded through normal channels to the NAF Procurement Office for purchase.

(6) Accountable supply items purchased by credit card are identified to the property control officer. Accountable items will be physically marked and entered into the property control book.

(7) All items purchases over-the-counter must be immediately available and will not be confirmed with a written purchase order. No back ordering is allowed. Items should be delivered in a single delivery by the vendor within the 30-day billing cycle. The telephonic order should not be placed without these assurances.

(8) When purchasing items by telephone or over-the-counter, the cardholder shall inform the merchant that the purchase is for official U.S. Government/NAFI purposes and therefore is not subject to state or local tax. The card is imprinted with the words "US Govt Tax Exempt" for additional clarification.

c. In addition, cardholders must strictly adhere to paragraphs 9, entitled, "Liability of Cardholders and Billing Officials", 12, "Prohibited Purchases"; and 13, "Regulated Purchases" referenced in the SOP.

3. Ethical Training. You shall receive and comply with training received in ethics in accordance with the IMPAC SOP.

4. Termination of Appointment.

a. Failure to comply with the above prescribed guidelines will result in your appointment being revoked. Termination of your appointment will be made in writing.

b. If you are reassigned from your present position, or if your employment is terminated while this appointment is in effect you shall promptly notify the NAF Procurement Office in writing so that your appointment may be terminated.

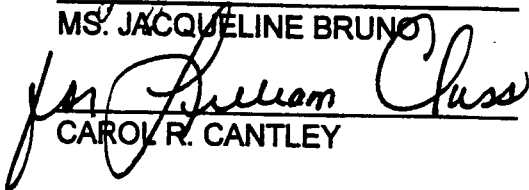
Receipt Acknowledged: I hereby have read and understand my appointment letter and the cardholder responsibilities stated in the IMPAC SOP.



MS. JACQUELINE BRUNO

2/28/02

Date



CAROL R. CANTLEY

2-4-01

Date


15 JAN 99

MEMORANDUM FOR: SEE DISTRIBUTION

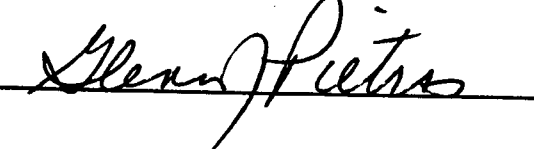
SUBJECT: The IMPAC Credit Card Standard Operating Procedure (SOP) for US Army Nonappropriated Fund Instrumentalities – Invoice Payment Process –

- 1. The U. S. Army Community and Family Support Center would like to remind Cardholders and Billing Officials of the importance of providing NAF Financial Services complete documentation to ensure timely and efficient payment of invoices. The following changes reference procedures and responsibilities were made and are in effect immediately.**
 - a. Cardholders' responsibilities include:**
 - **Provide NAF Financial Services (on a weekly basis) the purchase log with all pertinent information of purchases made in any given week. Expenses will be recorded in the monthly financial statements based on data provided on the weekly logs.**
 - b. Billing Officials' responsibilities include:**
 - **The Billing Official must have complete information from all cardholders at the time they submit their package. The Billing Official shall not forward packages to NAF Financial Services if billing information is missing from any one cardholder's package.**
 - **The Billing Official is responsible for ensuring the cardholders have provided complete documentation before sending the package to the accounting office for payment. Disputed charges shall be included. Failure to include all documentation with the package will result in a delay of payment to the bank; therefore, creating a delinquent account.**
- All other procedures for use of the IMPAC Credit Card have not changed and remain in effect (unless otherwise notified).**
- 2. These changes necessitate new in-house procedures:**
 - a. Attached are purchase logs with columns incorporated for the accounting classifications. Heavier users of the credit card (i.e. Golf, FMOC and Lane Hall), must submit their logs with invoices attached weekly. Remaining activities may do their logs on a monthly basis; in either case, the cut-off date is the 23rd of the month. Due to time constraints for the month of January 99, all activities must submit their purchase logs/invoice package for review to the Common Support Office (Helga) NLT 22 Jan 99.**
 - b. Due to the invoice payment process changes, the IMPAC statements will be vouchered and paid by NFS (Accounts Payable office) in the following month (i.e. Jan 99 statements will be vouchered in Feb 99; Feb 99 will be vouchered in Mar 99, etc.) The only way to get the IMPAC expenses in the current month's business is via accrual from the purchase logs; therefore timeliness and accuracy of the logs are most important.**
 - c. All activities must keep copies of their IMPAC purchase logs as reference when reconciling what was accrued on the logs to the actual credit card statements. Ensure that the LOC-DEPT-GLAC codes and amounts are the same on the actual statement as what was posted to the logs. Report any deviations immediately to the Common Support Office; possibly corrections could be done in the current month.**

- d. As outlined above, heavier users of the IMPAC credit card (FMOC, Lane Hall, GOLF) must submit weekly log/invoice packages. Time frame for first submission is 24 – 31 Jan 99. The EOM log (this is mainly for Golf's inventory purchases) must include all outstanding amounts for both, previous month and current month, that are not shown on the current IMPAC statement. Outstanding amounts should be listed on a separate log, marked for inventory accrual and must be forwarded to the Common Support Office with EOM submission.
3. It is imperative that NAF Financial Services receive all the proper documentation of expenses from Cardholders and Billing Officials so payments can be made to the bank in a timely manner to prevent delinquent accounts. Therefore, the actual IMPAC credit card statements, accurately reconciled and properly signed by cardholders, should be submitted to the Common Support Office for Billing Official's review, verification and payment authorization NLT the 5th working day of the month.


 Helga C. Smith
 MWR, Common Support Office

CONCURRED:
 Glenn Pietras, Director MWR



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